

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>LB0118731</u>	DATE POSTED:	<u>05/27/14</u>
POSITION NO:	<u>230145</u>	CLOSING DATE:	<u>OUF</u>
POSITION TITLE:	<u>Principal Auditor</u>		
DEPARTMENT NAME / WORKSITE:	<u>Office of the Auditor General/Window Rock, AZ.</u>		
WORK DAYS:	<u>Mon-Fri.</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8AM-5PM</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AB69A</u>
		\$	<u>61,838.40</u> PER ANNUM
		\$	<u>29.73</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general direction, performs professional audit work of considerable difficulty of tribal government organizations, including chapters. Serves as the auditor-in-charge with extensive audit planning, development and implementation responsibilities of assignment and has final field responsibility for the most complex audits;. (1) Supervises and advises audit teams in examining and evaluating the performance of the Nation's government; (2) plan, schedule and coordinate audit assignments, identify and plan audit objectives and resources using appropriate audit planning techniques to achieve audit objective; (3) reviews audit reports for quality of audit techniques and audit findings; appraise the adequacy of assessments and corrective actions recommended to improve deficient conditions; (4) initiate corrective action to bring non-complying audits up to acceptable standards; (5) assist management in developing solutions to problems; (6) facilitate meetings to resolve outstanding audit issues; (7) prepare, interpret and explain complex financial and administrative reports on accounting, auditing, systems and procedures, program and departmental performance and operations to the Navajo Nation Council and its standing committees, chapters, programs, entities and other officials on accounting, auditing, systems and procedures, program and departmental performance and operations, financial and business matters.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* A Bachelor's degree in Accounting, Business Administration, Finance, Political Science, or closely related field which must include twenty-four (24) college credit hours in accounting or auditing; and seven (7) years auditing experience, two (2) years of which must have been in a supervisory or lead capacity.

Preferred Qualifications:

- * A Master's degree in Accounting, Business Administration, Finance, Political Science or closely related field.
- * Proficient in Microsoft Office software and data analytic software.
- * Certified Internal Auditor, Certified Public Accountant, Certified Fraud Examiner.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must meet qualification standards and must perform duties in accordance with Government Auditing Standards.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.